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INTRODUCTION TO SANDCRAB LITE

SANDCRAB (**S**tatewide **A**lgorithm a**N**d **D**atabase for **C**ancer **R**egistration and **AB**atement) Lite is a cancer abstract reporting software designed to be used by institutions that report to the Texas Cancer Registry. It is a scaled down version of the SANDCRAB software that is used by the Texas Cancer Registry to process and store all reported cases. SANDCRAB Lite was developed by the Texas Cancer Registry to meet new state reporting requirements. The software has an abstract entry function with many features that facilitate the data entry process. Reference reports that can be displayed or printed are generated from the data entered. Using SANDCRAB Lite will improve registry data quality by incorporating standard edits that can be applied to the data prior to submission. This approach allows for resolution of problems at the data source. The software downloads entered cases to a diskette that is sent to the Texas Cancer Registry, eliminating any paper forms.

SANDCRAB Lite system requirements are:

- A 386, 486, or Pentium based personal computer
- 4 MB or more RAM
- Approximately 6 MB (6,000,000 bytes) or more Free Hard Disk Space. This amount is only the amount needed to install the SANDCRAB Lite programs. Additional disk space will be needed as records are added to the database.

As you use the software, you may find something doesn't work the way you think it should, or you may think of an enhancement, like a new report, you would like added to the software. A copy of the **SANDCRAB Lite Software Change Request** is found in **Appendix B** of this manual. Make a copy of this form and fill out your personal and hospital information and include a description of the software problem or enhancement. If you find an error in the software, describe the error and detail the steps you took to cause the problem. If you are requesting a software enhancement, describe the enhancement and mention how it will be used in your daily job. For instance, if you are requesting a new report, list the fields you want to see on the report and mention how often and for what purpose the report will be run. Mail or fax the completed form to us. All requests received will be evaluated and considered for future SANDCRAB Lite releases.

HELPFUL HINTS TO REMEMBER
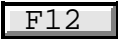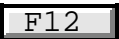
USEFUL REFERENCE MATERIALS
The SANDCRAB Lite manual does not replace the Texas Department of Health, Texas Cancer Registry, <u>Cancer Reporting Handbook</u>. This manual was designed to be used in conjunction with the Cancer Reporting Handbook. Consult the January 1998 edition when entering cases for 1998 and beyond. Consult the July 1996 edition when entering cases for 1996 and 1997. The older edition of the handbook should be used for any cases before 1996.

ENTERING A PARTIAL RECORD
In the Abstract Entry function, you are now able to skip over a field without entering anything in it. Exceptions are any fields with a pop-up select box available. If you attempt to save the record, any errors, which includes any required fields that were left blank, will be displayed in a red "DATA ERROR" box. Selecting <<OK >> will bring up another box that prompts "Save Incomplete record?" Selecting <<Yes>> will save the record as a "Partial" record. The record will have to be edited and all the required fields entered before the record will be included in the batch that is reported to the Texas Cancer Registry. Run a "Records Not Submitted" report to generate a list of all the cases that have been entered but have not been reported. Any "Partial" records will have a "P" displayed in the far left hand column. This report should be run periodically so that the "Partial" records can be spotted and completed. A "PARTIAL" label will also display in the upper right hand corner of the computer screen when that record is pulled up in Abstract Entry.

EXIT TO DOS HOT-KEY
`Ctrl` + `F12` key combination is a "hot-key" combination that can be used to get out of the SANDCRAB Lite software and immediately exit to DOS. This hot-key combination can be very useful when the SANDCRAB Lite software has "locked-up". The easiest way to tell that the software has "locked-up" is to look at the clock in the upper right hand corner of the screen. If the seconds on the clock are no longer incrementing, the software is "locked-up" and using the `Ctrl` + `F12` key combination is a way to gracefully exit the software instead of doing a computer re-boot, which could cause file corruption and data loss.

RUNNING SANDCRAB Lite WITH WINDOWS 3.1 AND WINDOWS 95
SANDCRAB Lite 2.2 is a DOS based software and should not be run from an icon through Windows 3.1 or Windows 95. See the top of page 7 for more information. If the computer has Windows 95, Windows 98, Windows NT, or Windows 3.x, you should be using SANDCRAB Lite Version 3.1 for Windows.

USING SANDCRAB Lite TO ENTER CASES FOR MULTIPLE HOSPITALS
When starting to add cases at a different hospital, change the System Setup so that the Reporting Institution Number will correctly default when adding cases. The Hospital Data Report can be run for a specified hospital. If there are cases ready to be submitted for multiple institutions, the Report to Texas Cancer Registry function will bring up a selection box prompting the user to choose the desired institution to run the list or do the submission for. The Records Not Submitted list will include all cases that have not been submitted for all hospitals. The cases for each hospital will be listed on separate pages of the report, with the hospital name included in the page heading. If the Reporting Institution Number for a record is blank, the record will be listed on the UNKNOWN FACILITY page of the report.

When submitting, remember to use a different diskette for each institution. You may use the same diskette to report multiple times for the same institution on the same day.

USING SANDCRAB Lite FOR ONE HOSPITAL ON MULTIPLE, STAND-ALONE COMPUTERS (NOT NETWORKED)
If SANDCRAB Lite is installed on more than one stand-alone computer to abstract cases for the same hospital, it is very important that each computer assigns registry numbers for each case that are not used by any other computer using SANDCRAB Lite. If the computers are not networked, they do not communicate, so these numbers must be manually assigned by the coders using the software. Perhaps a registry number can be assigned to cases before they are entered, as they are assigned to the coders. A log, listing the next available number can be kept. The registry number default for each case can be edited if the default value is not the number that should be assigned to the case.

When submitting, remember to use a different diskette for each computer if the submission is being done on the same day. Using the same diskette for multiple submissions on the same day will overwrite the prior submission if the submissions are done on different computers.

HOSPITALS THAT USE COMMERCIAL SOFTWARE PACKAGES
If SANDCRAB Lite is used in hospitals where another commercial software package is used, to ensure that there will be no duplication of registry numbers, start with a high number, such as 199810001, instead of 199800001 for the hospital's first 1998 SANDCRAB Lite case.

SANDCRAB LITE INSTALLATION

 SANDCRAB Lite version 2.2 Install Disks should only be used for NEW SANDCRAB Lite users. Any SANDCRAB version 2.0 or 2.1 user must use the UPDATE DISKS to upgrade to version 2.2.

SANDCRAB Lite should not be installed or run while Windows 3.1 or Windows 95 is running. Even if it looks like the computer does not have Windows 3.1 or Windows 95 software loaded, make sure you are not in Windows. If the screen shows a DOS C:\> prompt, type in EXIT, followed by the `Enter` **key to make sure Windows is not loaded. If Windows is not loaded, the C:\>prompt will be displayed on the next line. If Windows is loaded, exit out of Windows before performing the SANDCRAB Lite install. If the computer has Windows 95 installed, "Shut Down the Computer and Restart it in DOS mode" before installing or using SANDCRAB Lite. If Windows 95, Windows 98 or Windows 3.x is installed on a computer, SANDCRAB Lite 3.1 for Windows should be used.**

UPGRADING TO VERSION 2.2 FOR AN EXISTING SANDCRAB Lite USER

If SANDCRAB Lite is not already installed on the computer, skip down to the section titled, INSTALLATION FOR A NEW SANDCRAB Lite USER

For upgrades, be sure any unreported cases entered using version 2.1 are reported before doing the software upgrade.

1. Insert SANDCRAB Lite **Update Disk 1** in the diskette drive.

2. Type **C:**, followed by the `Enter` key.

3. At the **C:\>** prompt, if the UPDATE DISK 1 is in the A: drive, type **A:CONVERT**, followed by the `Enter` key. If the UPDATE DISK 1 is in the B: drive, type **B:CONVERT B**, followed by the `Enter` key.

4. The update program will begin copying the updated program files to the computer's hard drive. During the update, the SANDCRAB Lite program file names will be displayed on the screen as they are copied to the computer's hard drive. The update program will prompt you to insert the **Update Disk 2**.

5. A conversion screen that converts the old data files to the new format required for version 2.2 will be displayed. In most cases, the default values will be accepted unless the software is being installed on a network drive. After the conversion is complete, remove disk 2 from the A: or B: drive. If the conversion was successful, start SANDCRAB Lite by typing SCL. Access the System Setup function and fill in the State Hospital Number, Name, and Reporting Source Type. If the conversion did not complete correctly, see pages 11-12 for a list of installation and conversion errors.

INSTALLATION FOR A NEW SANDCRAB Lite USER

1. Insert SANDCRAB Lite **Install Disk 1** in the diskette drive.

2. Type **C:**, followed by the `Enter` key.

3. At the **C:\>** prompt, if the INSTALL DISK 1 is in the A: drive, type **A:INSTALL**, followed by the `Enter` key. If the INSTALL DISK 1 is in the B: drive, type **B:INSTALL B**, followed by the `Enter` key.

4. The install program will create the SANDCRAB Lite directory and begin copying the program files to the computer's hard drive. During installation, the SANDCRAB Lite program file names will be displayed on the screen as they are copied to the computer's hard drive. The install program will prompt you to insert the **Install Disk 2**.

    After the files are copied off **Disk 2**, start SANDCRAB Lite by typing SCL at the DOS prompt. Access the System Setup function from the System menu. A SETUP SCREEN will be displayed. Enter your hospital number. If you don't know your hospital id, press the `Enter` key and a "Selection Pop-up box" containing hospital names will be displayed. Use the up and down arrow keys until the highlight bar is on your hospital name. If the hospital name is towards the end of the alphabet, you can type in the first letter of your hospital name to move the highlight bar quickly down to those hospitals that start with the letter typed in.

    Once the hospital number is typed in, the hospital name defaults. The defaulted name can be edited if it is incorrect or incomplete. Press the `Tab` key to move to the Reporting Source Type field.

    Reporting source defaults to "1". "1" should be entered for a "Hospital Inpatient/Outpatient or Clinic". If you need to see the other reporting source codes that can be entered, delete the "1" out of the Reporting Source Type field, then press `Enter`. A Selection Pop-up displaying the valid entries for this field will be displayed.

    Store the information by pressing `Enter` when **<<OK>>** is highlighted.

5. After the installation is complete, remove the disk 2 from the A: or B: drive. Type **CD\DOS**, followed by `Enter`.

MAKING YOUR CONFIG.SYS FILE EDITABLE

6.   Type the command **ATTRIB C:\CONFIG.SYS**, followed by the `Enter` key. If an "**R**" displays to the left of the **C:\CONFIG.SYS** label (other letters may also be displayed), you need to make the file editable by typing: **ATTRIB -R C:\CONFIG.SYS**, followed by `Enter`.

EDITING YOUR CONFIG.SYS USING DOS EDIT

7.   Type **EDIT C:\CONFIG.SYS**, followed by `Enter`. The DOS Editor function will come up. If the DOS Editor function does not come up, you may have a DOS version that does not have this feature. Follow the instructions numbered 10 through 14 under the section entitled, **" EDITING YOUR CONFIG.SYS USING DOS EDLIN**."

8.   Find the line that has "**FILES=**" in it. Change whatever number is in the command to "**99**". The line should now say, "**FILES=99**". If there is no "**FILES=99**" line, add the "**FILES=99**" line.

9.   Press the `Alt` key, followed by the `Enter` key, followed by the `X` key, to save the changes to the CONFIG.SYS file. If changes were made, the message "Loaded file is not saved, Save it now? Press the `Enter` key to save the changes and exit the Edit program. Skip the instructions numbered 10 through 14. They should only be followed if you are unable to edit your CONFIG.SYS using the DOS Edit function. Continue with steps 15 through 18.

EDITING YOUR CONFIG.SYS USING DOS EDLIN

10.   Type **EDLIN C:\CONFIG.SYS**, followed by `Enter`. The DOS EDLIN function will start. The following lines should be displayed on the screen:

End of input file
*

11.   Press the `L` key followed by the `Enter` key to display the lines of the CONFIG.SYS file. Each line of the file will be displayed on the screen, beginning with a line number.

12.   Look for the line with the "**FILES=**" in it. Type in the line number with "**FILES=**" in it, next to the ***** at the bottom of the displayed file. Press the `Enter` key.

13.   That line number and line will be displayed, followed by that line number and an asterisk underneath the displayed line. Next to the line number and asterisk, type in **FILES=99**.

14.   Press the `Ctrl` key and then press the `C` key while still holding the `Ctrl` **key.** An asterisk will display at the bottom of the displayed file. Press the `E` key, followed by `Enter`. This will take you out of **EDLIN** and will save your changes.

FINAL INSTALLATION STEPS

15. If you made your CONFIG.SYS file editable in step 6 by typing **ATTRIB -R C:\CONFIG.SYS**, type **ATTRIB +R C:\CONFIG.SYS**, followed by the ⌐ Enter ⌐ key.

16. If you changed the **CONFIG.SYS** file, reboot the computer by **one** of the following three methods: 1) press the **Ctrl-Alt-Del** keys simultaneously, 2) turn the **power switch** off, then on, or 3) press the **reset** button.

17. Read pages 15 & 16 of the manual. Start SANDCRAB Lite by typing SCL (see page 15).

18. Skim through the rest of the User's Guide. You are now ready to use SANDCRAB Lite.

INSTALLATION AND CONVERSION ERRORS

Not Completed Successfully Error

After the installation or conversion process, the messages:

> "Installation Not Completed Successfully. Please reinstall."
>
> > or
>
> "Upgrade Not Completed Successfully. Please try again. After re-converting, remember to go into the SYSTEM SETUP after the conversion to fill in the setup screen"

may display.

In most cases, after trying the install or conversion process again, it will complete successfully. If a conversion is being done a second time, remember to go into System Setup andreset the institution number, name and type information.

If the "not completed successfully error" occurs again, check the amount of free disk space on the computer's hard drive. There may not be enough free hard drive space to successfully complete the installation or the conversion. Approximately 6 MB (6,000,000 bytes) or more free hard drive space is needed. After unneeded files and software have been deleted, try the installation or conversion process again.

If there is still an error, something could be wrong with the installation disks themselves. Call the Texas Cancer Registry to request a replacement set of disks.

The following files should copy from either the Install Disk 1, Install Disk 2, or Update Disk 1 to the C:\SANDLITE directory: DRIVER2.PLB, GENPD.APP, SANDLITE.EXE, SC.BAT, SCL.BAT, SCLUSER.DBF, SCLUSER.FPT, and SETUP.MEM.

If any of the above files are missing, but there is a SANDLITE.ZIP file in the C:\SANDLITE directory, this SANDLITE.ZIP file needs to be unzipped. To do this, check that there is a PKUNZIP.EXE file in the C:\SANDLITE directory. If there is not one, copy the file into this directory from the Install Disk 2 or the Update Disk 1. Unzip the SANDLITE.ZIP file by typing in PKUNZIP SANDLITE.ZIP. If there is not a SANDLITE.ZIP file in the C:\SANDLITE directory, copy this file from the Install Disk 1 or the Update Disk 1, into the C:\SANDLITE directory before typing the PKUNZIP command.

The following files should be in the C:\SANDLITE\DBFS directory: ABSTRACT.CDX, ABSTRACT.DBF, ABSTRACT.FPT, CITY_AKA.CDX, CITY_AKA.DBF, CODES.CDX, CODES.DBF, CODES2.CDX, CODES2.DBF, FONTS.CDX, FONTS.DBF, HOSPITAL.CDX, HOSPITAL.DBF, MORPH2A.CDX, MORPH2A.DBF, MORPH2A.FPT, MORPH2B.CDX, MORPH2B.DBF, MORPH2B.FPT, P_CODES.CDX, P_CODES.DBF, STATEZIP.CDX, STATEZIP.DBF, TOPOG2A.CDX, TOPOG2A.DBF, TOPOG2A.FPT, TOPOG2B.CDX, TOPOG2B.DBF, TOPOG2B.FPT, TXCNTY.CDX, TXCNTY.DBF, TXZIP.CDX, TXZIP.DBF SCGEOCOD.DBF, SCGEOC.OD.CDX, RACE.CDX. RACE.DBF, SETUP.DBF, SETUP.CDX

If any of the above files are missing from your C:\SANDLITE\DBFS directory, they can be copied off INSTALL Disk 3 or UPDATE Disk 2.

The Computer Has Multiple Sets of Data Files Error

After starting the conversion process, if the error, "The computer has multiple sets of data files. Call the Texas Cancer Registry before continuing." displays, this means that one or more of the following files exists on the computer:

C:\ABSTRACT.DBF, C:\SETUP.DBF, C:\REGISTRY.DBF, C:\SANDLITE\ABSTRACT.DBF, C:\SANDLITE\SETUP.DBF

All data files should only be located in the C:\SANDLITE\DBFS directory, not the C: or C:\SANDLITE directories, but files somehow became improperly located. This could have resulted from an installation or backup error.

If this error message is displayed, call the Texas Cancer Registry and someone there can help you locate the duplicate files. Unless the two sets of files are exactly the same, the data files will have to be sent to the Texas Cancer Registry. The files will be examined and it can be determined which files need to be kept on the SANDCRAB Lite system and which files need to be deleted.

If it is not necessary to keep any of the previously entered cases, all the SANDCRAB Lite files and directories can be deleted and a new install can be done using the SANDCRAB Lite version 2.2 INSTALL DISKS. If INSTALL DISKS are not available for version 2.2, a version 2.0 install can be done, followed by an install using the SANDCRAB Lite version 2.2 UPDATE DISKS.

Too Many Files Open Error

The software has been installed or updated successfully, but after typing SCL to start the software, an error message box comes up that says "Print this screen. Too many files open." This error indicates that the FILES= setting must be changed to 99 in the computer's CONFIG.SYS file. If the computer is on a Novell NetWare network, the FILES HANDLES in the NET.CFG file should be set to 120. See pages 9, 10 and 14 for the steps needed to change these files.

INSTALLING SANDCRAB Lite VERSION 2.2 ON A NETWORK

SANDCRAB Lite was not designed as a network software and has not been tested in a network environment. There are no immediate plans to release a network version. However, feel free to install the software on a network at your own risk. There could be a problem if more than one SANDCRAB Lite user selects the <Add> button in the Abstract Entry function at the exact same moment. Adding a new record should assign a unique registry number, but there is a remote possibility that a duplicate number could be assigned in a multi-user environment. However, the software should catch this duplication before the record is added. Please remember that the software should NEVER be run through the DOS prompt in Windows. Always exit completely out of Windows before starting SANDCRAB Lite. If Windows 95, Windows 98 or Windows 3.x is available on the computer, you should be running SANDCRAB Lite version 3.1 for Windows.

Installing the SANDCRAB Lite software on a network requires the following steps:

Step 1. The SANDCRAB Lite installation diskettes are set up to install the software to a computer's C: drive. To install the software on a network, edit the INSTALL.BAT or the CONVERT.BAT files on each disk so that any reference to the C: drive is changed to the network drive you want to install to.

Step 2. Edit the last line of SCL.BAT file to change the C: in the C:\SANDLITE\SANDLITE line to point to whichever network drive the software resides on. This BAT file needs to be copied to the C: root drive of each computer workstation that will be accessing SANDCRAB Lite from the network.

Step 3. Only one set of data files will reside in the SANDLITE\DBFS directory on the network drive where the software is installed. Only one diskette is required to submit the data to the Texas Cancer Registry. This can be done from any computer workstation.

Step 4. If the software is installed on a Novell NetWare network, the **NET.CFG** file must be edited so that **FILES HANDLES=120**. The **FILES=** line in the **CONFIG.SYS** file on each workstation needs to be set to **FILES=99**.

Installing the software on your network will probably need to be performed by your network administrator or someone who is familiar with your hospital network and has network update rights.

HOW TO START AND EXIT SANDCRAB LITE

If you are in Windows 3.1 or Windows 3.11 for Workgroups, you must first exit out of Windows. If you in Windows 95 or Windows 98, you must shut down and restart the computer in MS-DOS mode.

STARTING SANDCRAB LITE

    Type "**SCL**" at the DOS prompt, followed by the `Enter` key.

    EXAMPLE:
        C:\>SCL `Enter`

    If the message "**Bad command or file name**" displays, you may have to change your directory to the SANDLITE directory before typing SCL. Type **CD\SANDLITE** `Enter`, then type SCL `Enter`.

Depending on the type of processor your computer has, it may take a few moments (as many as 40 seconds) for the SANDCRAB Lite Logo screen to appear. During start up processing, a blinking cursor line will be displayed beneath the line you typed the SCL command on.

EXITING SANDCRAB LITE

You can exit using two methods:
1.   If the logo screen is displayed, hold down the `Ctrl` key and press the `E` key at any time to exit.

2.   Select the **SYSTEM** pull down menu at the top of your screen. Highlight it by using the arrow keys or by holding down the `Alt` key and then pushing the `S` key. From the **SYSTEM** menu select the "**Exit**" option by using the arrow keys and hitting `Enter` when exit is highlighted.

All of the above options can also be selected by using the computer's mouse.

EXIT TO DOS HOT-KEY
`Ctrl` + `F12` key combination is a "hot-key" combination that can be used to get out of the SANDCRAB Lite software and immediately exit to DOS.

WARNING: Do not run SANDCRAB Lite as a DOS application called from Windows. Although it may appear to run fine, database corruption may result. This means your data will be damaged and you will be unable to use it. Your data will be lost and unless you have a good, current data backup, you will have to re-enter all your data. If your computer has Windows 95, Windows 98 or Windows 3.x, you should be running SANDCRAB Lite 3.1 for Windows.

MOVING BETWEEN MENUS AND SCREENS IN SANDCRAB LITE

Moving between and within menus and screens in SANDCRAB Lite can be accomplished with the use of the keyboard or a mouse.

Using the Keyboard with SANDCRAB Lite
Push the `Enter` key at the Logo Screen and the **System** menu will open. To move around in SANDCRAB Lite, use the arrow keys to highlight the item of your choice and then push the `Enter` key to activate that item.

Holding down the `Alt` key and pressing one of the highlighted letters listed on the menu bar will open a menu. You may also activate items in the menu itself by pressing a highlighted letter. The `Esc` key will take you out of the menu or the menu item.

Using a Mouse with SANDCRAB Lite
Move the mouse pointer to the desired menu or menu item and press the left mouse button to open a menu or activate a menu item. Use the `Esc` key or click on <Exit> to get out of a selected function.

MENUS IN SANDCRAB LITE

The menu bar at the top of the logo screen has three pull down menu bar titles: System, Utilities, and SandCrab. See **Figure 1**.
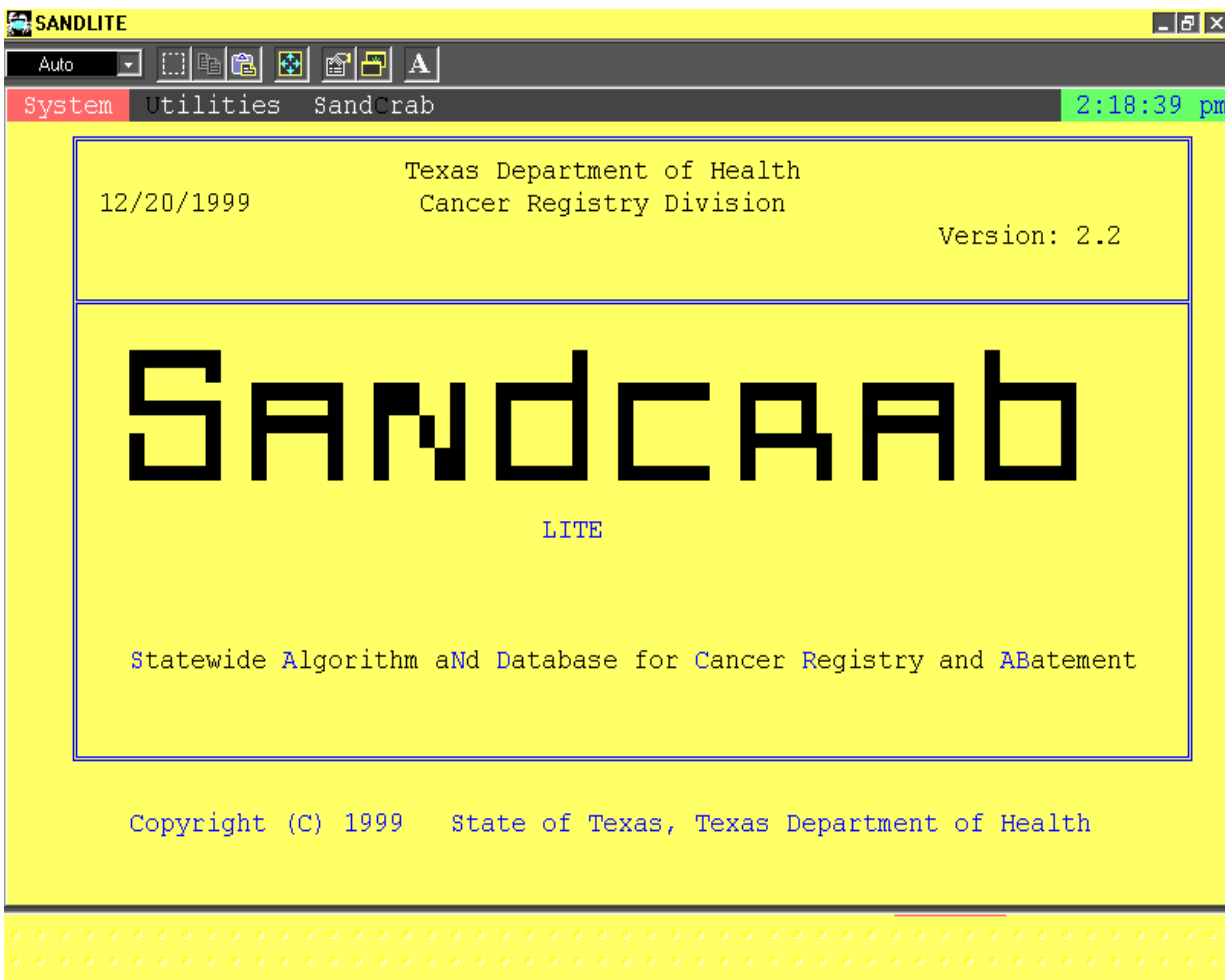
Figure 1. SANDCRAB Lite Logo Screen and Menu bar.

SYSTEM MENU

The SYSTEM menu gives the user added features and lists the Exit option for SANDCRAB Lite.
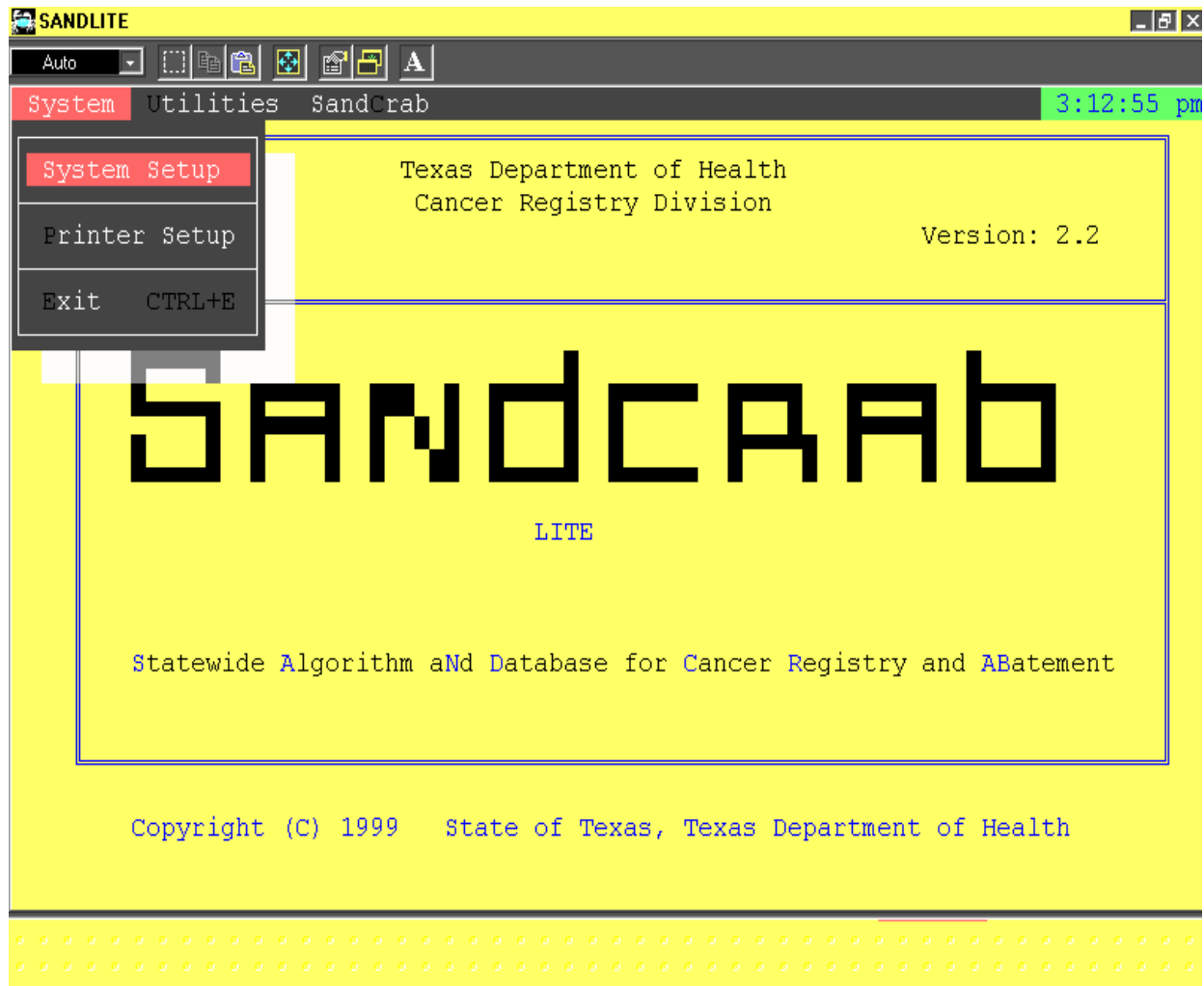
Figure 2. SANDCRAB System Menu

System Setup
Allows the user to enter or edit the State Hospital Number, Hospital Name, and Reporting Source Type. See **Figure 3.** below.

For a SANDCRAB Lite version 2.0 or 2.1 user, the last used Registry Number information will be converted during the software upgrade process. However, a new SANDCRAB Lite user who has already submitted paper abstracts for the year that she will begin entering cases in SANDCRAB Lite for, must type over the registry number default value when she enters the first case in ABSTRACT entry. The first two digits of a Registry Number correspond to the Date of Admission year. If the hospital has already submitted 10 1998 cancer cases on forms to the Texas Cancer Registry, they should overwrite the Registry Number default to be "199800011" for the first 1998 case entered in SANDCRAB Lite.

Figure 3. System Setup Entry Screen

Printer Setup
This menu feature allows a specific printer type to be selected. If you are able to print abstracts that are properly formatted, it is not necessary for you to change any settings in Printer Setup. However, if the lines on the abstracts you print appear as characters, specifying the proper printer driver should improve the print quality. Selecting the Printer Setup option will display the following screen:
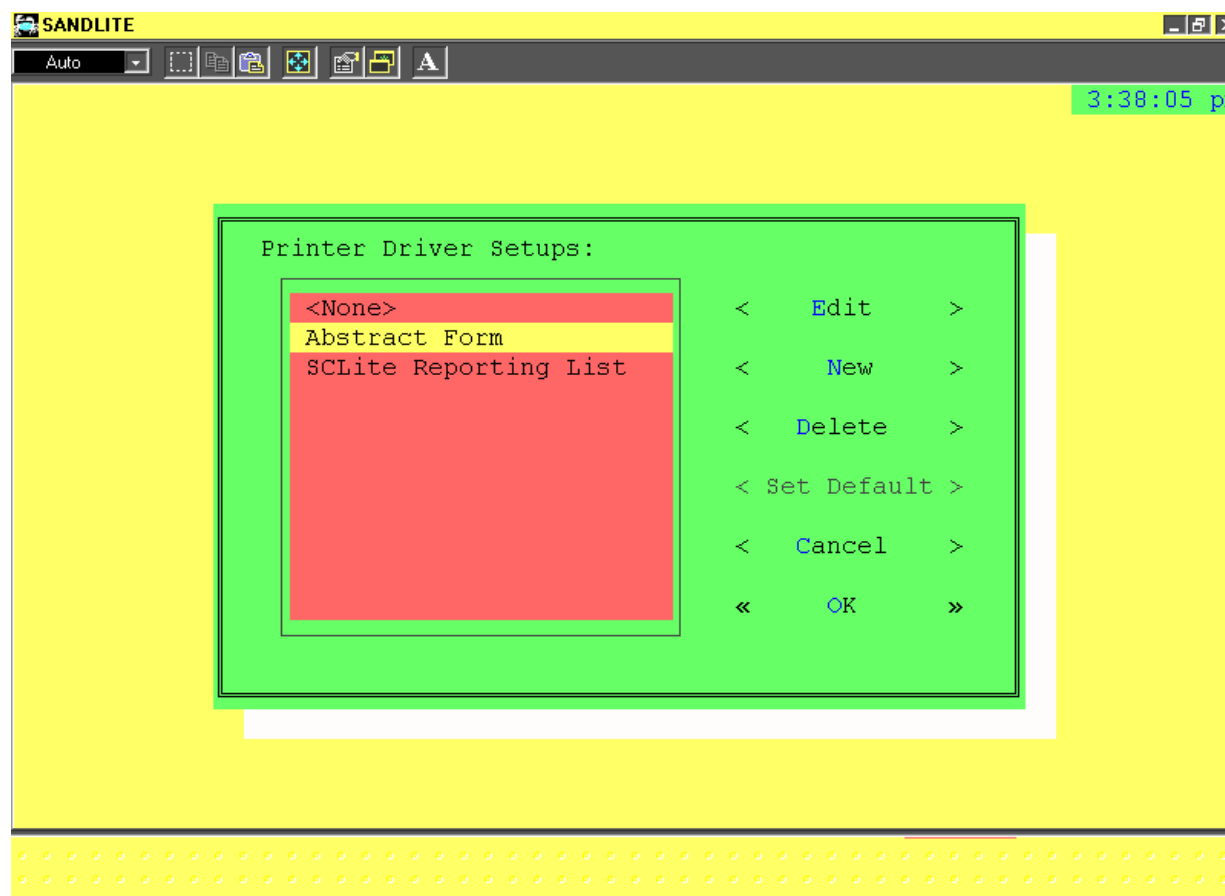
Figure 4. Printer Setup Screen 1

Select the printer driver setup you want to change by using the arrow keys to move the highlight bar to the one you want to change, or by clicking on it with your mouse. Then change the printer type selected by pressing the ⬚ Tab ⬚ key to highlight the <Edit> option. The "Abstract Form" is for the Abstract Entry form and the second driver setup listed, the SCLite Reporting List, is for all other reports.

Press [Enter] when the<Edit> option is highlighted to display the Printer Setup Screen 2:
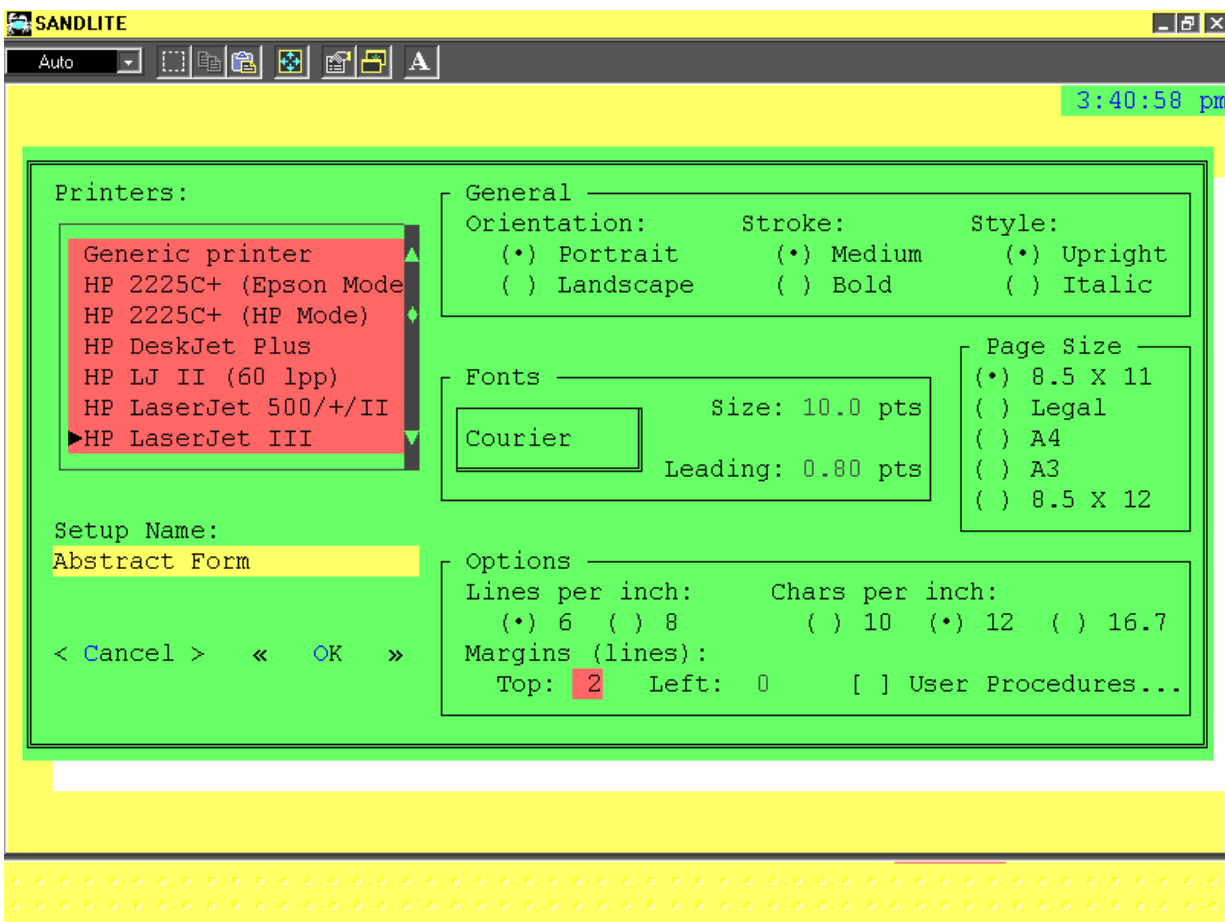
Figure 5. Printer Setup Screen 2

After first accessing the Printer Setup Screen 2, press the [Tab] key once to move the highlight bar to the section listing the different printer types. Next, use the up and down arrow keys to highlight the desired printer. Press [Enter]. The triangle displayed to the left of the printer description shows that the printer was selected. Once the proper printer is selected, press the [Tab] key repeatedly until <<**OK**>>is highlighted. Press [Enter] when <<**OK**>> is highlighted to save the setup. The mouse can also be used to change a printer setup. Use the computer's mouse to click on the triangle and inverted triangle displayed to the right of the printer types. Click on the desired printer description to highlight it.

What if my specific printer isn't listed?

If your specific printer isn't listed and you are using a laser printer, the first printer to try is the HP LaserJet III. If you are using a dot matrix printer, try selecting the Epson LX. You may have to try all the different printers for the brand of your printer. You can also find out the type of printer your computer emulates. Many laser printers emulate HP (Hewlett Packard) printers. You may have to call the technical support help desk for your printer to ask them what printer driver included in FoxPro version 2.5 for DOS is compatible with your printer. To test the setup, go into Abstract Entry and print an abstract. If it doesn't print correctly, you will need to go back into Printer Setup and select a different printer type. Save the changed setup and try to print again. Repeat this process until the abstract prints correctly or all your options are exhausted. There may not be a printer type listed in SANDCRAB Lite that is compatible with your printer. The program is limited to the support of the 146 printer types listed in the Printer Setup Printer list.

Exit
The Exit option allows the user to exit from the SANDCRAB Lite program.

UTILITIES MENU

The Utilities menu allows the user to add new zip codes, backup the SANDCRAB Lite ABSTRACT files, and re-index the data files.
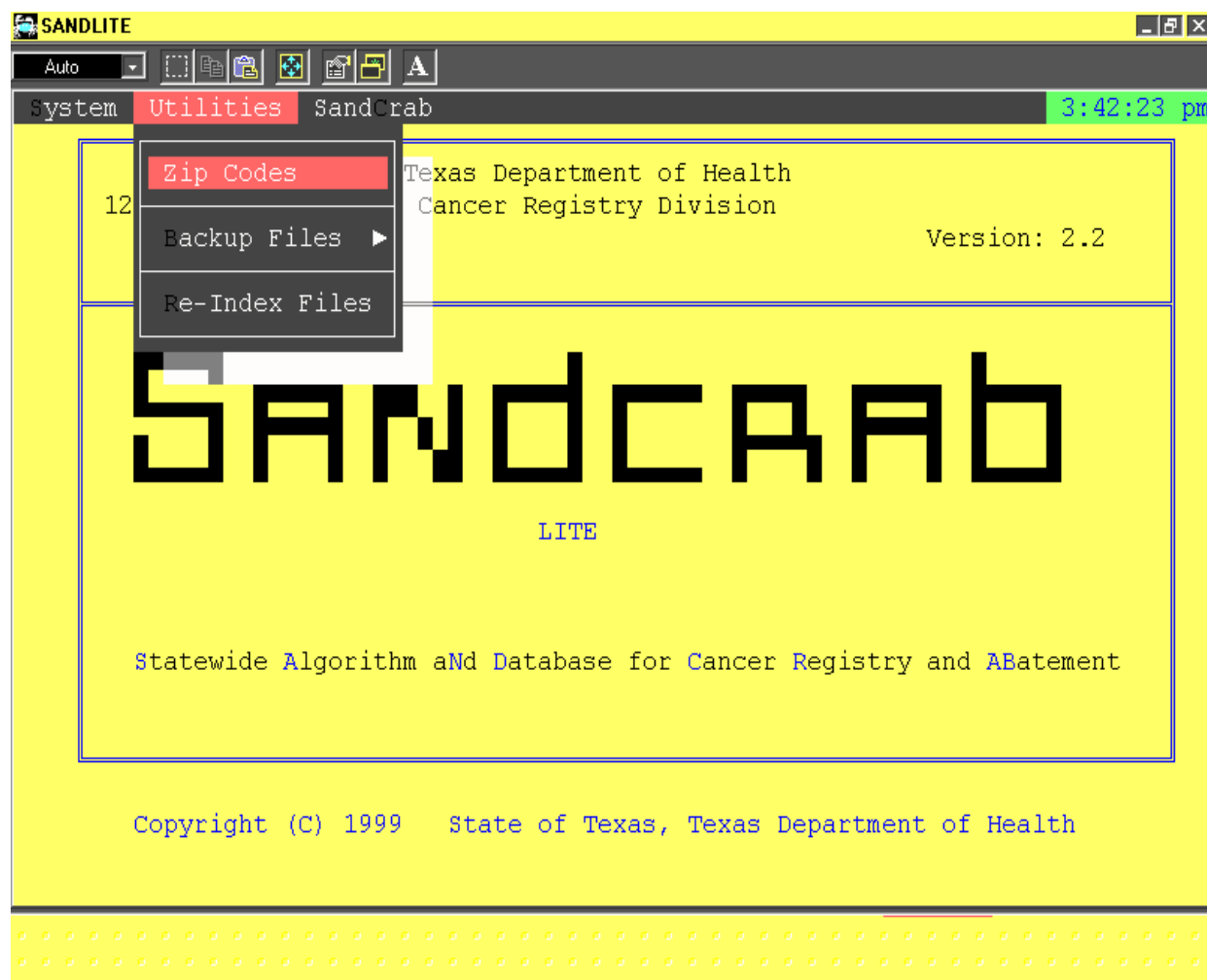
Figure 6. SANDCRAB Utilities Menu

Zip Codes

This option allows a hospital to personalize their SANDCRAB Lite zip code database so that they can enter those zip codes that are unique to their hospital location and were not included in the original SANDCRAB Lite zip code file.

A zip code can be added when the message "Invalid City" or "City Does Not Match Zip Code" is displayed when adding or editing a record in Abstract Entry. Before adding or changing a zip code record, look in Appendix A on page 53 and see if the city that needs to be entered has an alias. If the city is listed, use the alias when entering the case in SANDCRAB Lite.

If the city has no alias and you need to add or edit the zip code database, access the Zip Codes option from the Utilities menu.

Figure 7. Zip Code Utility Screen

Add a new zip code by choosing the <Add> option. Enter the 5-digit zip code, the City name, and the 2 letter state abbreviation. If the county for the zip code is known, the FIPS county code can be looked up in Appendix D, page D-i of the January 1998 Cancer Reporting Handbook. Contact the Texas Cancer Registry for the correct FIPS county code if the county is unknown. Save the new record by choosing the <Save> option.

The <Locate> option can be used to bring up a zip code record to be viewed or edited by typing in either a zip code or a city name. A Selection Pop-up box listing all the zip codes will be displayed, with the zip code most closely fitting the entered criteria highlighted. The records will be listed in zip code order if a Zip Code to Locate was typed in, or will be listed in city order if a City to Locate was typed in. Use the arrow keys or PageUp or PageDown keys to highlight the record you want to access. Pressing `Esc` when the desired zip code entry is highlighted, will display that record on the Zip Code Screen.

Choosing the <Edit> option will allow the information on the screen to be edited. After the changes are made, choose the <Save> option to save the changes.

If a zip code already exists, check the alias list in Appendix A on page 53. If an alias exists for the city you want to use, the alias can be used when entering the case in Abstract Entry. You can also add the same zip code with a different city.

The <Prev> and <Next> options are used to display the different zip code records on the screen. <Exit> is used to return to the SANDCRAB Lite logo screen.

Backup Files
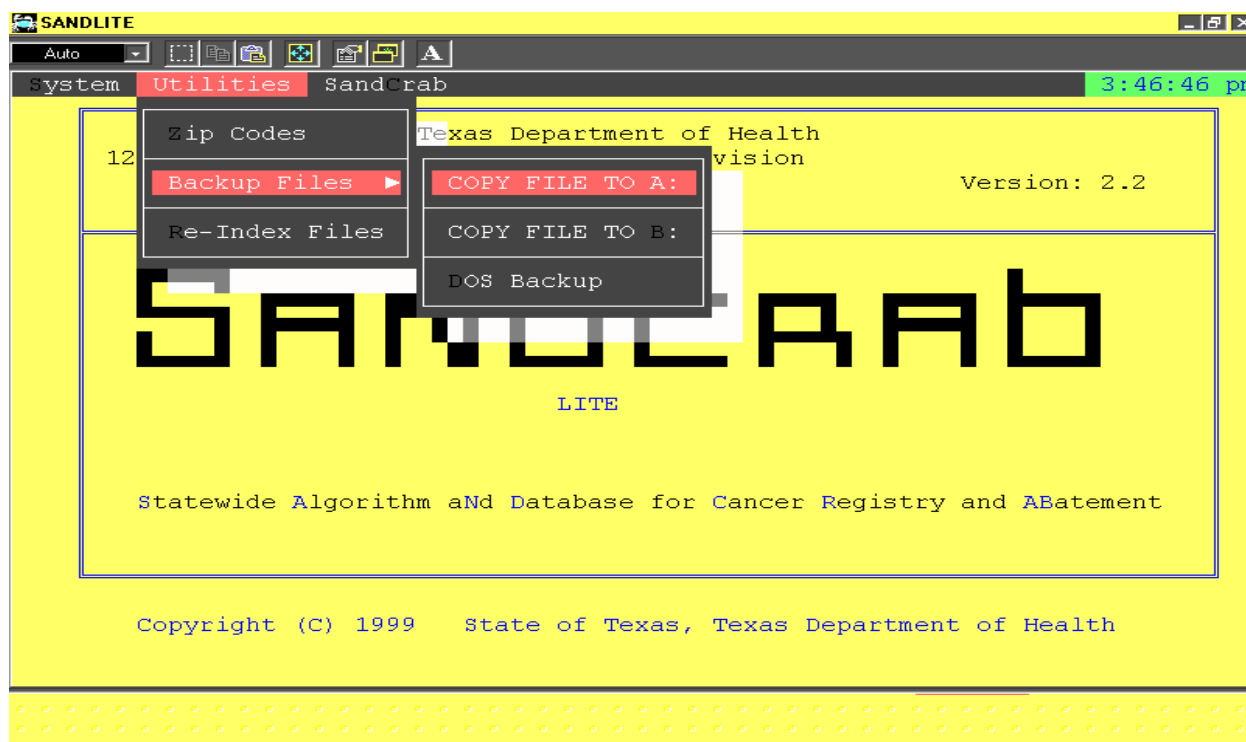
Figure 8. SANDCRAB Lite Backup Files Menu

You must keep a daily backup of your data files to ensure that you will be able to restore your data in case of data file corruption or computer hard disk failure. All the files in the **C:\SANDLITE\DBFS** and **C:\SANDLITE\REPORTED** directories need to be backed up. The backup can be done with a tape backup system, outside vendor backup software, or with diskettes and the backup utility that comes with DOS. Contact someone in your hospital information services or computer department to determine the best backup procedure for your institution. Your DOS manual or on-line help (if available) are also useful to reference. SANDCRAB Lite will remind you to backup your data each time that you exit the program.

If your hospital does not have its own backup procedures or software and you are not familiar with the BACKUP function for your version of DOS, you may do a backup using the "Backup Files" option under the **UTILITIES** menu in SANDCRAB Lite. You should do a backup at the end of the day after adding or changing cases.

- Get a set of at least three blank, formatted diskettes to use on a rotating basis. Label the diskettes SANDCRAB Lite Backup Disk 1, Backup Disk 2, etc. Place one of the disks in your computer's floppy disk drive.

- Select the **UTILITIES** pull down menu at the top of your screen. Highlight it by using the arrow keys or by holding down the `Alt` key and then pushing the `U` key.

- From the **UTILITIES** menu, use the arrow keys to highlight the Backup Files option and press `Enter`, or press the `B` key.

- If the backup diskette was placed in your computer's A: drive, press `Enter` when the "COPY FILE TO A:" option is highlighted. If the backup diskette was placed in your computer's B: drive, use the down arrow key to move the highlight bar down to the "COPY FILE TO B:" option, then press `Enter`. The message "PLEASE WAIT WHILE COPYING ABSTRACT FILE" will be displayed in the upper right hand corner of the screen. When the SANDCRAB Lite logo screen is re-displayed on the screen the backup is complete. The same number of files will be backed up regardless of the number of cases that have been entered. Think of these files as "folders" that can store more than 1 case, just like a manila file folder can contain numerous paper abstracts. If the PROBLEM WITH COPY error box is displayed, DOS Backup may have to be used.

- Selecting the "DOS BACKUP" option will call the MSBACKUP utility that comes with some versions of DOS. If the DOS version installed on your computer does not come with this utility, the message "UNABLE TO LOCATE THE DOS BACKUP FILE" will display and you need to press any key to continue. Use your DOS manual or type in "HELP MSBACKUP" at the DOS prompt to access the on-line help for more detailed information about using the MSBACKUP utility.

- After the backup is done, take the diskette out of the drive and write the current date on the diskette label. This will allow you to quickly locate your most recent backup, if needed.

Re-Index Files
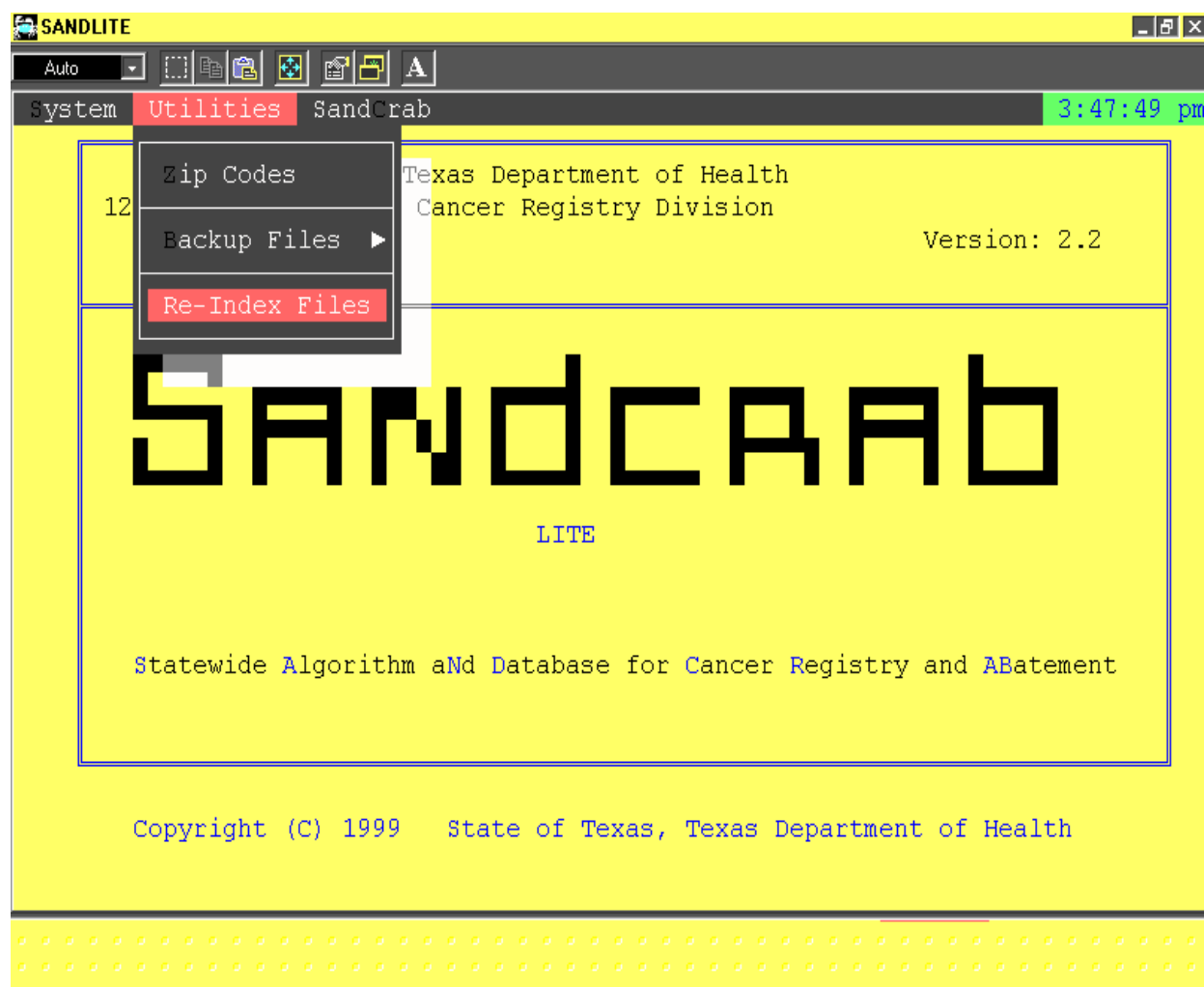
Figure 9. Re-index Files Menu Option

This utility creates a new ABSTRACT.CDX file. When this option is selected, the ABSTRACT file will be re-indexed and once the re-indexing has been done, the SANDCRAB Lite logo screen will be displayed. This utility should be used under the supervision of a Texas Cancer Registry Employee. This utility should fix the "red box error"**, "Please print this screen. Structural CDX file not found".**

SANDCRAB MENU

Push the ⬚ Enter ⬚ key at the SANDCRAB Lite logo screen when the SANDCRAB menu is highlighted. The **SANDCRAB** menu will open. See **Figure 10**.
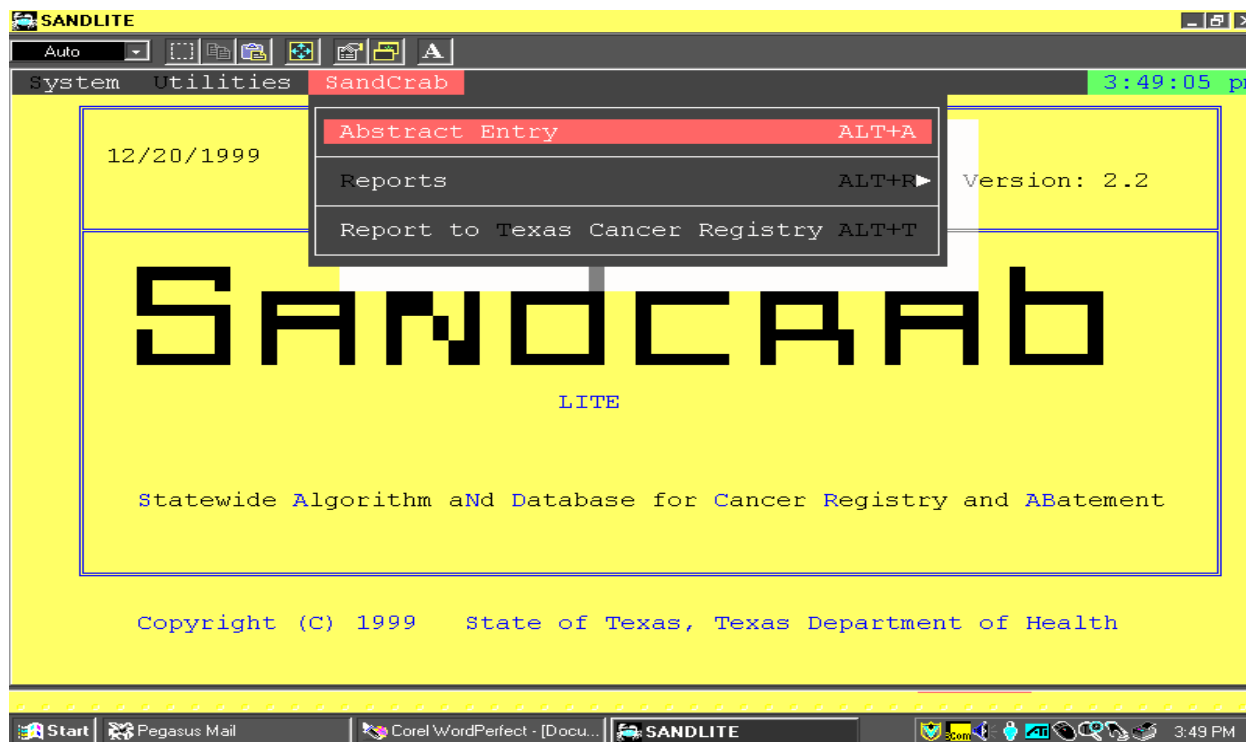
Figure 10. SANDCRAB Menu

Options available are:

Abstract Entry
> The Abstract Entry screen allows the input of cancer incidence data. The input screen looks similar to the standard paper form and includes identical fields. The Abstract Entry screen also allows a user to print, view, edit or delete an existing cancer patient record.

Reports
> The reports that can be generated using SANDCRAB Lite are the "Hospital Data Report" and the "Records Not Submitted " list. The arrow to the right of this option indicates a sub menu will be opened when this item is selected.

Report to Texas Cancer Registry
> This option copies to diskette the files from SANDCRAB Lite that need to be submitted to the Texas Cancer Registry on a monthly basis. Reporting can be done less frequently for those hospitals with few cases.

ABSTRACT ENTRY


```
SANDLITE                                                    _ ▯ ×
 Auto  ▾   ▯ ▯ ▯   ▯ ▯ ▯   A
                                              4:04:50 pm
              ──── TEXAS CANCER REGISTRY ────
               CONFIDENTIAL CANCER REPORTING FORM

 02011998  Date of Admission(mmddccyy)  Occupation and Industry
 199800001 Regist#y  01 Tumor Rec. No.  RETIRED ELEMENTARY SCHOOL TEACHER
     999  Rept Inst.  1 Reporting Source
 2382029022 Med.Rec#  1 Class of Case
 NAME:                                         Occupation        Industry
 Last                       Suffix       00 Sequence Number
 SMITH                                   Other primary tumors:
 First             Alias                       (Site, Morphology, and date)
 DIANE
 Middle            Maiden

 Street address:
 6700 Vanderbilt St
 HOUSTON               City TX State     Other Pertinent Information
 77006-     Zipcode 201 FIPS cnty code   C/O LUMP RT BREAST
 421-13-3499 SSN          Census Tract   -TOBACCO, -ALCOHOL, +F/HX BREAST
     01291939 Date of Birth(mmddccyy)    CANCER
        006 Place of Birth
 01 Race    0 Spanish/Hisp. Origin 2 Sex
              ──────── Page 1 ────────
   <Srch>   <Prev>   <Next>   <Add >   <Del >   <Print>   <Edit>   <Exit >
```

Figure 11. Abstract Entry Screen Page 1

1. From the SANDCRAB Lite Logo Screen push the ⎡ Enter ⎤ key when the SandCrab menu is highlighted, to open the SANDCRAB Lite Main menu. In the SANDCRAB Lite menu, highlight the "**Abstract Entry**" option and press the ⎡ Enter ⎤ key. The SANDCRAB Lite abstract screen will appear. See **Figure 11**, Abstract Entry Screen Page 1 above.

HELPFUL HINTS: If you plan to save a PARTIAL RECORD, it is easiest to skip around to those fields you want to enter by using a mouse.

DEFAULTING REGISTRY NUMBER FEATURE

The first 4 digits that default for the Registry Number are the same as the case admit date year and century that was entered. The SANDCRAB Lite program will keep track of the last number entered for multiple years. For example, say you used SANDCRAB Lite to enter 150 of your 1998 cases, assigning Registry Numbers 199800001 to 199800150 to these cases. You have started entering 1999 cases, and have entered 10 1999 cases already, assigning Registry Numbers 199900001 to 199900010 to these cases. If you need to enter another 1998 case after entering the 1999 cases, enter "98" as the Date of Admission year. The Registry number will automatically default to the next available 1998 Registry Number, which in this case is 199800151.

ENTERING A MULTIPLE PRIMARY

When adding a new record, after the Date of Admission is entered, a box is displayed that asks, "Is this a multiple primary?" Look in the Cancer Reporting Handbook at the section in Appendix G to determine whether the case is a multiple primary. If it is, type in "Y" for Yes or use the right arrow key to highlight <Yes>, then press `Enter`. The cursor will be in the Registry Number field. In multiple primaries, the registry number remains the same for each subsequent primary submitted by a reporting institution. The registry number for the previous primary entered by the institution should be entered. If a match is found, the correct Tumor Record Number will be filled in, as well as other information from the previously entered record. If a record with that registry number is not found for the institution, the message "No match found for that registry number" is displayed. In some cases, the correct registry number may have been entered but the previous primary was not entered in SANDCRAB Lite. This could happen if the previous primary was entered on a paper form or in another cancer reporting software. If the "No match" message is displayed, pressing any key will allow the user to continue entering the record. The correct tumor record number must be looked up and manually typed in.

UNKNOWN CITY ERROR

If an unknown city error occurs when saving a record, turn to Appendix A on page 53 of the User's Guide. If the city you are trying to enter is listed in the left-hand column of the chart, try entering the city listed in the corresponding right-hand column. If the city isn't listed on this chart, you will have to use the zip code utility to add the city and zip code combination to your SANDCRAB Lite zip code data file. See pages 24-25 for more information about this utility.

NOTE: Any time the user is in the <Add> or <Edit> functions, to go from page 1 to page 2 of the Abstract Entry form, the ‾‾`Page Down`‾‾ key can be used. ‾‾`Page Up`‾‾ is used to go from page 2 to page 1. The next form will also automatically be displayed after the last field on page 1 has been completed.

Figure 12. Abstract Entry Screen Page 2

2. In the SANDCRAB Lite Abstract screen, the row of push buttons at the bottom of the abstract form displays the possible options the user can select. The user may select a push button by highlighting the desired button and pressing the ‾‾`Enter`‾‾ key, or by pressing the highlighted letter of the desired push button, such as the letter A for <Add> or S for <Srch>.

ABSTRACT ENTRY PUSH BUTTONS

<Srch>   **<Srch>** allows the user to search for a specific record. When this button is selected, the Search Window will appear. In the Alpha Check Window, the user can search for a record by a combination of Last name and/or First name, or the entry of the Social Security Number. In the Duplicate Record Check Window, the user can search for a record with

the combination of Registry and Tumor Record and Institution number. If you make a mistake while entering data in Search mode, highlight the **<Clear>** button and push `Enter`. To exit the Alpha Check window, highlight the **<Exit>** button and press `Enter` or press `Esc`. To do a search, enter the search criteria, highlight the **<<Search>>** button, then push the `Enter` key. A list of records will appear, with the requested record highlighted. Press the `Esc` key to access the record. Press `PageDown` to view the second screen of that record. See **Figure 13 Search Window** below.

Figure 13. Search Window

<Prev>   The **<Prev>** push button will display the record with the Registry Number before the one currently displayed on the screen. Or if an alphabetic search was done previously, the record alphabetically by last name before the one currently viewed will be displayed. If the first record is displayed, there is no previous record in the database, so the **<Prev>** push button is not active. The push button will become active once the second record is displayed.

<Next>   The **<Next>** push button will display the record with the Registry Number after the one currently displayed on the screen. Or if an alphabetic search was done previously, the record alphabetically by last name after the one currently viewed will be displayed. If the

last record is displayed, there is no next record in the database, so the **<Next>** push button is not active. The push button will become active once a record other than the last record is displayed.

ABSTRACT ENTRY PUSH BUTTONS

<Add>   Add allows the user to add a new record to the data base. After accessing this function, a blank abstract form will be displayed. Enter the patient's information on the screen. At the bottom of the screen, two push buttons are displayed:

<Save>   The **<Save>** push button will save the new abstract record to the data base.

SAVING PARTIAL RECORDS
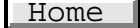
If you do not know all the information to complete a record and want to go back and complete it later, you can save it as an "Incomplete" or partial record. Partial records will not be included when doing the Report to Texas Cancer Registry data submission. When you select the <<Save>> push-button, if there are any missing or invalid field entries, the Data Error messages will display in a blue box. If there are several error messages, use the mouse to click on the vertical bar with the triangles and diamond to scroll through all the messages. If you are using the keyboard, use the up arrow key to move the cursor to the text box, then use the up and down arrow keys to scroll through the messages. Click on <<OK>> with your mouse or press the `Tab` key to highlight the <<OK>>, then press `Enter`. You will be prompted with the question, "Save Incomplete record?" If <<Yes>> is selected, the record will be saved as a "Partial" record and must be completed before it will be reported to the state. If <<No>> is selected, you will be prompted with "ABORT CHANGES?" Selecting <<Yes>> will return the user to the main add function push-button bar. Selecting <<No>> will keep the user in the Add function mode. Run the Records Not Submitted list to see all records that have not yet been submitted. Any record where a "P" is shown in the far left hand column must be completed before it will be submitted.

As you `Tab` between and fill in values for the fields, error messages will be displayed in the upper right hand corner of the screen. The easiest way to fill in select fields is to use your computer's mouse to click on a field, fill in that field, then click on the next field you want to fill in, and fill in the field. If you do not have a mouse or prefer to use your keyboard, learn to use the `Page Down`, `Page Up` and `Home` keys. Fill in the fields you want to enter on Page 1, then press the `Page Down` key to move to Page 2. If you need to return to Page 1 from Page 2, use the `Page Up` key. Use the `Home` key to quickly move to the <<Save >> option.

<Abort>   The **<Abort>** push button will bring up an alert window asking "Are you sure you want to abandon all changes to this record?" By highlighting **<Yes>** and pushing `Enter`, all information on the new abstract record screen will be deleted and no record will be added to the data base. SANDCRAB Lite will then take you back to the record previously shown on the Abstract Entry Screen. Highlighting **<No>** in the Alert window will allow the new abstract record to be completed.

MOVING WITHIN THE ADD SCREEN

Note: If the screen entry cursor is within a required field when attempting to execute one of the following commands, the required field must first be entered before the command will be executed.

Move from one entry field to another	`Tab` key
Move to a previous entry field	`Tab` while holding down `Shift`
Move to screen 2 from screen 1	`Page Down`
Move to screen 1 from screen 2	`Page Up`
Move to Save option from screen 1 or 2	`Home`
Move to Abort option from screen 1 or 2	`Home` and **[→]** to **<Abort>**

ADD SCREEN FEATURES AND FUNCTIONALITY
SANDCRAB Lite contains features to facilitate the data entry process. Some of these features are:

SELECTION POP-UP BOXES
Some of the entry fields have selection pop-up boxes that display all the valid inputs for the field. If a field must be entered before an abstract can be added to the database, the selection pop-up box will automatically be displayed when cursoring through the field. Use the up and down arrow keys to move through the selection pop-up box. To select a highlighted item, press the `Enter` key. The selection pop-up box will be disabled and the selected item will appear in the field. To activate a Selection Pop-up Box for a non-empty entry field, delete all or part of the entry, like the first digit of the 3 digit Reporting Institution Number field, then press `Tab` or `Enter`. Using this kind of procedure will cause the Selection Pop-up box to display if one is available. The following fields have pop-up boxes available: Reporting Institution Number, Type of Reporting Source, Class of Case, City, Zip Code, FIPS County Code, Place of Birth, Race, Spanish/Hispanic Origin, Sex, Grade of Tumor, Laterality, Diagnostic Confirmation, Regional Nodes Positive, Regional Nodes Examined, Type of Treatment Rx Code fields(except Surgery), Type of Treatment Reason No Rx fields, Vital Status.

MEMO FIELDS
Memo fields have room for more than one line of text to be entered. These fields allow you to enter and store more information than can be displayed on the entry form. Press the `Enter` key after typing a line of text and you can begin typing in a new line. After all the text lines for the box have been entered, press the `Tab` key to move to the next field.

SELECT SEARCH METHOD BOXES
The Select Search Method Boxes are helpful if a hospital is a tumor registry and codes the cases they submit. Typing a "**?**" or a partial field entry in the Morphology Type & Behavior field or the Primary Site field will bring up a Select Search Method Box. The user can search **by ICD-O code index** or **by key word/phrase**. The search type default is **by key word/phrase**. To change the search to **ICD-O code index**, use the up arrow to move the highlight bar to **by ICD-O code index**. Press `Enter` or the space bar and a dot now appears between the parentheses to the left of the selection label. This type of entry selection is called a "Radio Button". There is also a Radio Button to specify the ICD-O Version. When searching **by key word/phrase**, a key word or phrase, like "SKIN" or "KIDNEY" must be entered. After all the options have been selected, highlight **<<OK>>** and hit `Enter`. A Selection Pop-up Box listing valid entries will be displayed.

ADD SCREEN FUNCTIONALITY
- Instructional, warning, and error messages will be displayed in the upper right-hand corner of the computer screen. Depending on the message type, these messages will go away once another key is pressed, or a valid field input is made.
- In a Selection Pop-up Box, press the `Enter` key to select the highlighted item.

ABSTRACT ENTRY PUSH BUTTONS

<Del> The **<Del>** push button is used to delete a record from the database. When this push button is selected, a warning window will appear to confirm the deletion of the record. If the **<Yes>** push button is selected, the record will be deleted from the database. If the **<No>** push button is selected, the record will not be deleted and the user will be taken back to the Abstract Entry Screen.

<Print> The **<Print>** push button will allow the user to print an abstract record. The abstract will first be displayed, then the user will have the option to print. When the abstract is displayed on the screen, the `Home`, `End`, up and down and right and left arrow keys, `Page Up`, and `Page Down` keys can be used to view the displayed report. Pressing the `Esc` or enter at the "Done" prompt will give an option to print the report to a printer. If some of the lines on the abstract do not print correctly, the Printer Driver Setup for the Abstract Form must be edited. The Printer Setup option can be accessed off the System Menu. In some cases, the abstract may print only after the printer is taken "off line", and a manual form feed is done by pressing the form feed button. The abstract should print after the printer is "on line" again.

<Edit> The **<Edit>** push button allows the user to edit and make changes to the record currently shown on screen.

EDITING A PREVIOUSLY SUBMITTED RECORD

You can edit any field in the record, and the updated record will be included the next time a Report to Texas Cancer Registry is done. As part of the edit process for a submitted record, put a short note in the "Other Pertinent Information" text box explaining what the new information or change is. A print-out of the changes no longer has to be sent to the Texas Cancer Registry. The message "Record previously submitted-Updated record will be Submitted" is displayed when the updated record is saved. When an edited record is pulled up, "UPDATED" will display in the upper right hand corner of the screen. Once the updated record is submitted, the displayed label in the upper right hand corner will read "SUBMITTED".

There are two push buttons available within the Edit Screen:

<Save> The **<Save>** push button will save the changes made to the abstract record. To select the **<Save>** button, use the arrow key or the page down key to go through the entire record until the **<Save>** button is highlighted, then press the `Enter` key. Pressing the `Home` key will also highlight the **<Save>** button.

<Abort> Highlight the **<Abort>** push button by using the `Home` key and then the right arrow key. The Abort push button will bring up an alert window asking **"Are you sure you want to abandon all changes to this record ?"** By

highlighting the **<Yes>** push button and pushing ⌈ Enter ⌉, all new information or changed information on the edited abstract record screen will be deleted and no record will be added to the data base. SANDCRAB Lite will then take you back to the previous record shown on the Abstract Entry Screen. Selecting the **<No>** push button in the Alert window will allow the edited abstract record to be completed.

<Exit>   The **<<Exit>>** push button takes the user back to the SANDCRAB Lite Logo screen and menu bar options.

REPORTS

HOSPITAL DATA REPORT

Figure 14. Hospital Data Rpt Entry Screen.

Follow these steps to run the Hospital Data Rpt:

1. Fill in the screen information to customize the report.

   Enter Hospital ID
   - Enter the three digit ID number for your hospital, or if cases from more than one hospital have been entered in SANDCRAB Lite, enter the three digit ID number for the hospital you want to run the report for.

   Enter Starting Year
   - Enter the four digits of the first year's data for inclusion on the report. For example, enter "**1998**" if you want to include records between January 1,1998 and December 31 of the ending year on the report.
   Enter Ending Year

- Enter the four digits of the last year's data for inclusion on the report. For example, enter "**1999**" if you want to include records between January 1 of the starting year and December 31, 1999 on the report.

Select the order the report will be run in. Both orders cannot be selected at the same time. When the order you want the report to run in is highlighted, press `Enter` or the space bar and a dot will appear between the parentheses to indicate that the order has been selected.

Name Order
- After entering the Hospital ID, Starting Year, and Ending Year, press `Enter` or the space bar to generate a list of records in alphabetical order using the Patient's Name in last name, first name order. Use the right arrow or `Tab` to move the highlight to **<<Report>>**. Using `Enter` will take your selection off Name Order and will cause the report to run in Registry Order.

Registry Order
- After entering the Hospital ID, Starting Year, and Ending Year, press `Enter` or the space bar to generate a report with records in ascending numerical order by Registry Number.

2. Once all the options have been filled in, select **<<Report>>** either by pressing the `Enter` key when **<<Report>>** is highlighted, or by clicking on **<<Report>>** with the mouse.

3. The message "**One moment please...**" will be displayed in the upper right hand corner of the screen while the report is processing. After processing, the report will display on the computer screen. The report will include submitted, partial, updated and ready to be submitted cases. The right and left arrow keys can be used to view different areas of the report. Pressing `End` will move the cursor to the end of the line. Pressing `Home` will move the cursor to the beginning of the line. Pressing `PageDown` will move the cursor one page down.

Figure 15. Hospital Data Report

4. Pressing `Esc` will clear the report from the screen and give you the option to send the report a printer that is attached to the computer. Select **<<Yes>>** to print the report or **<No>**

if you do not want to print the report.
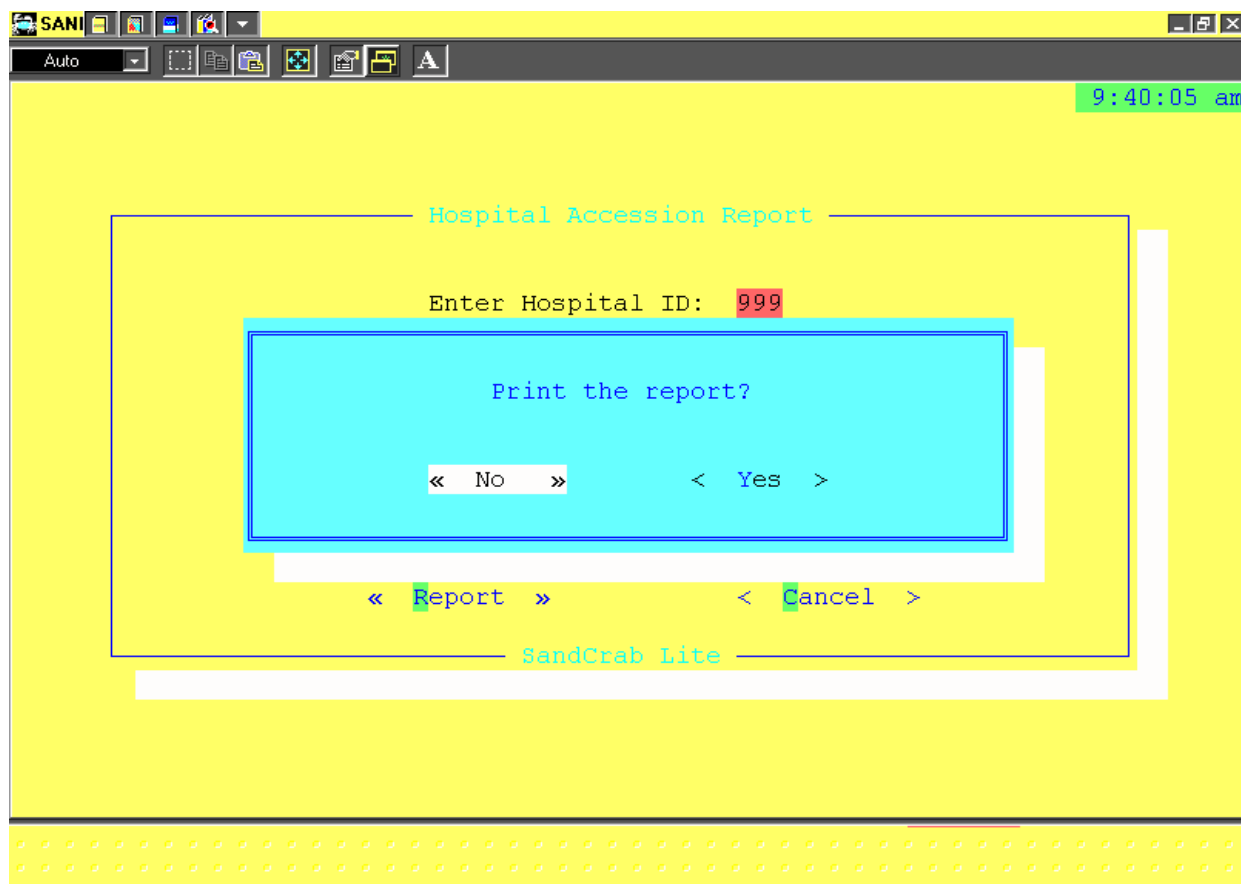
Figure 16. Hospital Data Report Print Box

Note: If some of the lines do not print correctly, the printer setup may need to be edited.
In some situations, the report may print only after the printer is taken "off line", and a manual form
feed is done by pressing the form feed button. The report should print after the printer is put "on line"
again.

RECORDS NOT SUBMITTED to Texas Cancer Registry Report

Selecting this option will generate a listing of all the complete, updated and partial cases that have been added since the last data submission was made. After the list is displayed, the option to print will be given.

Figure 17. Records Not Submitted Report

REPORT TO TEXAS CANCER REGISTRY
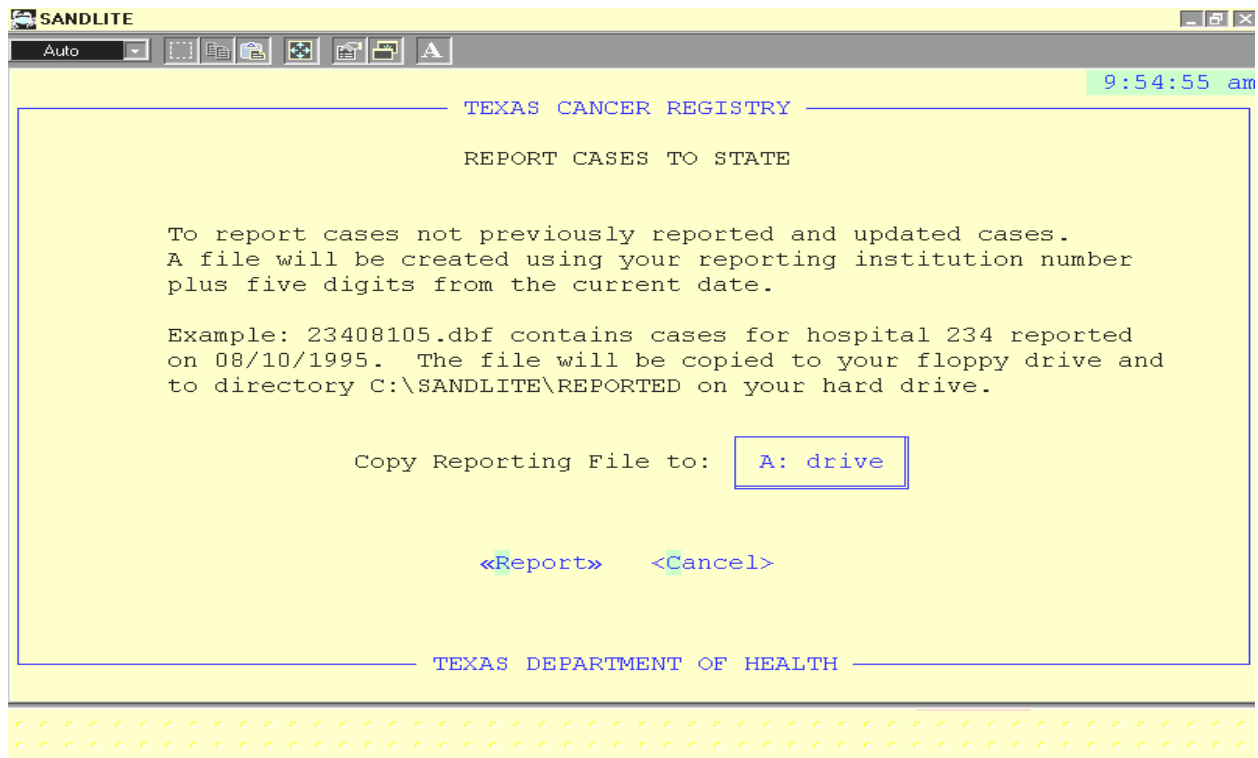
Figure 18. Report to Texas Cancer Registry Screen.

Your institution should follow the procedures 1 through 8 on the next few pages to submit your cases to the state on a monthly or as needed basis.

1. Access the Report to Texas Cancer Registry option. It is the third option under the SandCrab pull-down Menu.

2. Insert a blank, formatted diskette in the computer's A: or B: drive. The same disk may be used to report multiple times in a single day for the same hospital if the same computer is used. If hospital **234** reports for the first time on **October 10, 1998**, the files will be named **23410108.DBF** and **23410108.FPT**. If the same hospital reports a second time on **October 10, 1998**, the files will be named **2341010A.DBF** and **2341010A.FPT**. If a report is done a third time on the same computer on the same day, the files will be named **2341010B.DBF** and **2341010B.FPT**. The report can be done on the same computer up to 27 times, using letters A through Z. Reporting more than 27 times a day will cause errors. If a report is attempted using the same disk on the same day for the same hospital on non-networked computers, any previous report files will be overwritten without warning.

3. The drive letter to report to defaults to the A: drive. If the diskette was placed in the B: drive,

the letter can be changed by using the mouse to click on the box that says A: drive, or by using the following instructions to change the drive letter with the keyboard. Use the up arrow key to highlight the "A: drive" box. Press `Enter` and the box will expand to show "A: drive" and "B: drive". Use the down arrow key to move the highlight bar over "B: drive". Press `Enter` and the text should now say "Copy Reporting File to B: drive". NOTE: The "C: drive" option is used by modem submitters. For modem submission procedures. Please see page 51.
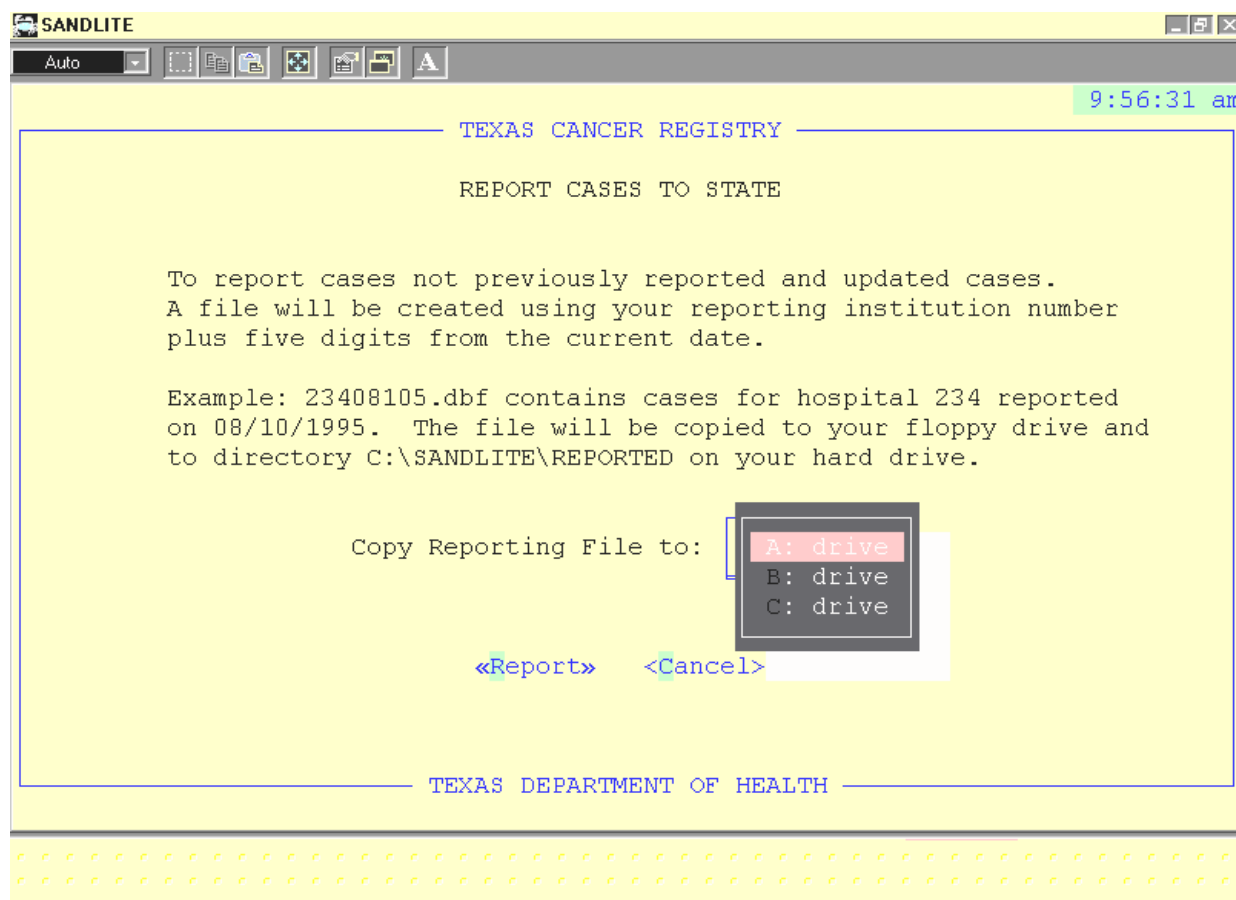
Figure 19. Changing the Drive to Report To

4. Select **<<Report>>** by hitting the `Enter` key when **<<Report>>** is highlighted or by using the mouse to click on **<<Report>>**.

5. If there are cases ready to be submitted for more than one hospital, a box listing the id numbers and names of the institutions will be displayed. Press `Enter` when the desired institution is highlighted.

6. A report listing the cases that will be included in the submission will be displayed. Pressing `Esc` will give the option to print the report, then will give the option to "Report Cases Now?"

Figure 20. Cases Reported List
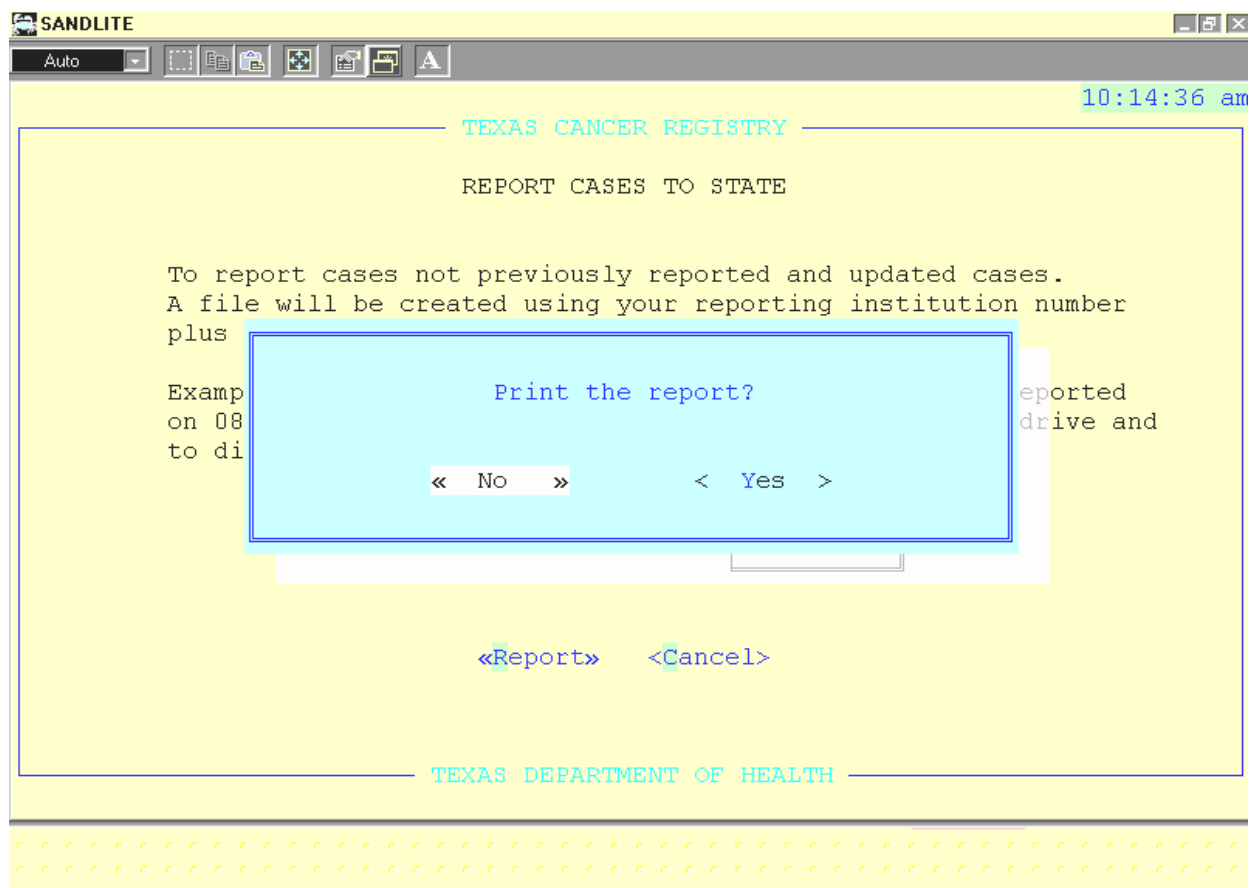
Figure 21. Cases Reported List Print Box

7. If **<<Yes>>** is chosen to report the cases, it will then ask if the disk is in the drive, if it is, hit <<Yes>>the program will then copy the necessary files to the diskette and will save a copy of the files to your computer's hard drive in **C:\SANDLITE\REPORTED.** When the files have been copied, the message "Files copied to diskette. Press any key to continue." will display.

8. When the process is complete, fill out a copy of a **Transmittal Form**, like you've done when submitting hand coded forms. Enclose a completed **Transmittal Form** and the listing of submitted cases, with the diskette and mail to:

   Texas Department of Health
   Cancer Registry Division-SANDCRAB Lite
   1100 West 49th Street
   Austin TX 78756

RECORDS SUBMITTED TO TCR LISTING
Whenever a Report to Texas Cancer Registry is performed, a listing of cases included in the file copied to the diskette will be generated. The listing will first be displayed on the computer screen. Pressing `Esc` will display the option "Print the report?" Pressing `Enter` when **<<Yes>>** is highlighted will print the report.

Instructions for Re-submitting Data

If a diskette gets lost in the mail or damaged, it will be necessary for files to be resubmitted to the Texas Cancer Registry. Copies of the files sent to the Cancer Registry can be found in the directory **C:\SANDLITE\REPORTED**. The first 3 digits of a file name are the same as the reporting Institution Number. Digits 4 through 8 of the file name correspond to the date the file was created. For example, the file **23410108.DBF** is a file for Reporting Institution "**234**" from **October 10, 1998**. If the Cancer Registry asks Reporting Institution **561** to re-send its files submitted on **January 25, 1998**, the following command needs to be typed after inserting a blank, formatted diskette in Drive A:

COPY C:\SANDLITE\REPORTED\56101258.* A:

followed by the `Enter` key

Two files will be copied to the diskette in drive A:, 56101258.DBF and 56101258.FPT.

Modem Submission Procedures
Texas Cancer Registry

Overview

A new, improved method for data transmission to and from our office has now been implemented. You now have more choices in the communications programs you may use to submit by modem. You will need a modem (at least 14.4 or higher speed recommended) and a communications program installed on your computer that is configured for your modem. Depending on the type of computer operating system you are using, a communications package may already be included. For example, if you are using Windows v 3.x then you may use the **Terminal** program found in the Accessories group. **HyperTerminal** is included with Windows 95. In addition to these, Procomm, Procomm Plus, Qmodem, PCAnywhere, Reach Out, as well as others should work with our TCR Interactive System.

Steps to Connect

1. Create a dial up entry and call it *TCR Interactive*. Ensure your communications software is set to its default settings of **N - 8 - 1** (no parity - 8 data bits - 1 stop bit) for this entry. Use our data number **512-467-8581** for the number to dial. Leave off the 512 area code if you will be dialing locally within the Austin, Texas area. Save this entry and use it to connect to the *TCR Interactive* system.

2. Once you dial into *TCR Interactive*, you will be asked for your account id. **Use your complete hospital name for the account id**. Then you will be prompted for a password. **Enter a password that you will remember**. You will need to know your password and your account id the next time you connect to *TCR Interactive*. If you do forget your password, you may call TCR data management to get it changed to a new one.

3. Upon your first successful login to the *TCR Interactive* system, you have upload access. When you actually invoke the upload transmission, you will need to select a **protocol** to use. This protocol is how your modem sends the data. The best one to use (if your communications software supports it) is **Zmodem**, since this has the best compression and error checking to ensure that your data transmits flawlessly. If your communications software does not support Zmodem, you may use one of the many other protocols. Ymodem and Xmodem are a few of the other more popular modem transfer protocols.

If you require any additional assistance, you are encouraged to call TCR data management at 512-467-2239, or send an email to support@crd.tdh.state.tx.us.

Internet Data Transmission

Internet transmission is currently unavailable. We are working on determining the best, most practical way to allow transmissions without compromising data security. We are investigating encryption methods and will select a method to allow Internet transmissions soon.

APPENDIX A

CITY SUBSTITUTION TABLE

SANDCRAB Lite uses the cities and zip codes from the 1995 National Five-Digit ZIP Code and Post Office Directory. Occasionally you will get the error, "City does not match ZIP code". When you get this error, check the table below for a city to substitute. If you still get an error, call the Texas Cancer Registry for assistance.

FOR	USE
Alamo Heights	San Antonio
Albert	Stonewall
Alta Loma	Sante Fe
Alton	Mission
Ames	Liberty
Andice	Georgetown
Arcadia	Sante Fe
Atascocita	Humble
Austonio	Crockett
Avoca	Stamford
Balch Springs	Mesquite
Balcones Heights	San Antonio
Barnum	Corrigan
Barrett	Crosby
Bayview	Los Fresnos
Bee House	Evant
Bellmead	Waco
Benbrook	Fort Worth
Best	Big Lake
Beverly Hills	Waco
Black	Friona

FOR	USE
Bob Lyons	Galveston
Bon Ami	Kirbyville
Bonanza	Whitney
Booth	Richmond
Boston	New Boston
Brooks AFB	San Antonio
Camp Verde	Center Point
Canyon Lake	New Braunfels
Castle Hills	San Antonio
Chalk	Paducah
Clarksville City	White Oak
Clear Lake Shores	Kemah
Clemville	Bay City
Clodine	Richmond
Cockrell Hill	Dallas
Cone	Ralls
Copper Mountain	Killeen
Creedmoor	Austin
Crystal Beach	Port Bolivar
Cut And Shoot	Conroe
Cypress Mill	Marble Falls
Dermott	Snyder
Dialville	Rusk
Dogwood	Woodville
Dunlay	Hondo
Early	Brownwood
FOR	USE

Edom	Brownsboro
El Lago	Seabrook
Eliasville	South Bend
Everman	Fort Worth
Fair Oaks Ranch	Boerne
Fairview	McKinney
Farmers Branch	Dallas
Fife	Brady
Flower Mound	Lewisville
Forest	Alto
Forest Hill	Fort Worth
Fort Bliss	El Paso
Fort Hood	Killeen
Fort Sam Houston	San Antonio
Garden Ridge	San Antonio
Glazier	Canadian
Glenn Heights	Red Oak
Grangerland	Conroe
Granite Shoals	Marble Falls
Grey Forest	Helotes
Gun Barrel City	Mabank
Haltom City	Fort Worth
Harker Heights	Killeen
Heath	Rockwall
Highland Village	Lewisville
Hill Country Village	San Antonio
Hilltop Lakes	Normangee
FOR	**USE**

Hollywood Park	San Antonio
Horizon City	El Paso
Horseshoe Bay	Marble Falls
Izoro	Copperas Cove
Jacinto City	Houston
Jersey Village	Houston
Jonestown	Leander
Keechi	Buffalo
Kelly AFB	San Antonio
Kemp	Seven Points
Kent	Van Horn
Kingwood	Humble
Kirby	San Antonio
Kirkland	Childress
Klein	Spring
Lackland AFB	San Antonio
Lago Vista	Leander
Laguna Park	Clifton
Lakehills	Pipe Creek
Lake Kiowa	Gainesville
Lakeway	Austin
Lake Worth	Fort Worth
Laughlin AFB	Del Rio
Leaday	Voss
Leary	Hooks
Leon Valley	San Antonio
FOR	**USE**
Live Oak	San Antonio

Magnolia Springs	Kirbyville
Monroe City	Anahuac
Monte Alto	Edcouch
Mount Selman	Bullard
Mount Sylvan	Lindale
Nassau Bay	Houston
New Diana	Diana
North Port Arthur	Port Arthur
Northfield	Childress
North Richland Hills	Fort Worth
Oakleaf	Red Oak
Olmos Park	San Antonio
Ovilla	Red Oak
Panorama Village	Conroe
Park Row	Katy
Phillips	Borger
Port Acres	Port Arthur
Quintana	Freeport
Rancho Viejo	Olmito
Randolph AFB	Universal City
Redford	Presidio
Reno	Paris
Rio Bravo	Laredo
River Oaks	Fort Worth
Rockland	Colmesneil
Roganville	Kirbyville
FOR	**USE**
Runaway Bay	Decatur

Sachse	Garland
Sagerton	Rule
Saginaw	Fort Worth
Sam Rayburn	Jasper
San Leon	Dickinson
Sargent	Bay City
Segno	Livingston
Selma	Schertz
Seven Points	Kemp
Shavano Park	San Antonio
Shenandoah	Conroe
Sheppard AFB	Wichita Falls
Shoreacres	La Porte
Singleton	Bedias
Sisterdale	Boerne
Slocum	Elkhart
Smithland	Jefferson
Socorro	El Paso
Southlake	Grapevine
Southland	Slaton
Spofford	Quemado
Sunnyvale	Red Oak
Sunrise Beach	Llano
Taylor Lake Village	Seabrook
Terrell Hills	San Antonio
FOR	**USE**
Texon	Big Lake
The Colony	Lewisville

The Grove	Gatesville
The Woodlands	Spring
Trophy Club	Roanoke
Turnertown	Selman City
Turnersville	Gatesville
Twitty	Shamrock
Uhland	Kyle
V A Hospital	Houston
Valle De Oro	Boys Ranch
Vealmoor	Big Spring
Verhalen	Pecos
Vigo Park	Tulia
Warrenton	Round Top
Watauga	Fort Worth
West Lake Hills	Austin
West Orange	Orange
Wetmore	San Antonio
White Settlement	Fort Worth
Wilford Hall U S A F Hospital	San Antonio
Windcrest	San Antonio
Woodway	Waco

APPENDIX B

SANDCRAB Lite Software Change Request, Version 2.2

_____   _____   ____/____/_____
Name   **Title**   **Date**

_____
Reporting Institution

_____
Street Address

_____
City/State/Zip

Check one only:
I am reporting a problem with the software _____
I am reporting a software enhancement_____

Description of Enhancement or Problem:

_____

_____

_____

_____

_____

_____

_____
Attach additional sheet if needed, or screen prints if they are useful in describing the enhancement or problem.

Please send or fax to:
   Texas Cancer Registry-SANDCRAB Lite
   Texas Department of Health
   1100 West 49th Street
   Austin, Texas 78756

   Fax Number: (512) 467-8507   Phone: 1-800-252-8059, (512) 467-2239